



DEPARTMENT OF PERSONNEL

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MEMO PERD #36/01

October 17, 2001

TO: Department Directors
Agency Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: SUSPICIOUS MAIL AND MATERIALS – POINT OF CONTACT

On October 15, 2001, I sent a memorandum to you regarding guidelines for mailroom procedures and requested your help in distributing this important information to your employees. In the information provided, State employees were directed to contact Capitol Police or their local law enforcement agency in the event that they were confronted with suspicious/threatening mail or materials.

Effective today, please direct staff to call the Emergency Operation Center's 24-hour contact number of 775-684-8303, with any inquiries they may have, or to report any suspicious mail or material. The Emergency Operation Center will then coordinate the response appropriate to the event. Your immediate distribution of this information to your employees is greatly appreciated. Thank you.

JG:dd

cc: Agency Personnel Liaisons
Agency Personnel Representatives